

# EXHIBIT I - FIA-1284, MICROFICHE REQUEST

MICROFICHE REQUEST Michigan Department of Social Services		Date
<small>NOTE: Only one case per request.</small>		
Requestor's Name		Report Number  <input type="checkbox"/> Print Required <input type="checkbox"/> Information Only Periods Needed _____ _____ _____
Location		
Unit		
Telephone Number		
Case Number	Provider Number	
Case Name		
<b>INFORMATION ONLY</b> Information Required (e.g. Warrant Number, Amount, etc.) _____ _____ _____ _____		

DSS-1284 (3-83)

## INSTRUCTIONS

Form FIA-1284 is completed to request client payment records from the Payment Document Control. A separate FIA-1284 must be completed for each FIP case for which payment information is required. Please print or complete items by typewriter.

<u>Item</u>	<u>Instruction</u>
Date	Enter the date the form is completed
Requestor's Name	Enter the name of the person to whom FIP payment information is to be sent
Location/Unit	Enter the complete address of the FIA office.
Telephone Number	Enter telephone number of the support specialist.
Case Number	Enter the FIP case number.
Case Name	Enter the FIP case (grantee) name
Provider Name	Leave Blank

Report Num-  
ber

Leave Blank

Type of  
Request

Enter a check mark in the box next to "Print Required" to obtain a case payment history listing payment amounts and dates.

Enter a check mark in the box next to "Information Only" to obtain a notarized statement of annual amounts of assistance paid.

Periods  
Needed

Specify the year(s) for which FIP payment information is required.

Information  
Required

List FIA grantee's social security number. The social security number enables Financial Services to search payment records in the event that the FIP case number has changed or has been deleted from the Client Information System (CIS).

#### **DISTRIBUTION**

Send completed FIA-1284 to:

Information Unit  
Payment Document Control  
Michigan Family Independence Agency  
7109 W. Saginaw Hwy, 1st Floor  
Lansing, MI 48913

Allow three weeks for a response. If a response is not received within that time frame, the Information Unit of Payment Document Control may be contacted at 517/335-3645 to inquire on the status of a request.